LEARNING AGREEMENT FOR STUDIES (IPW)

# Mobility type: Semester(s)

**The Student**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last name (s) |  | First name (s) | |  |
| Date of birth |  | Nationality | |  |
| Sex [*M/F/D*] |  | Academic year | |  |
| Study cycle |  | Subject area, Code | |  |
| Phone |  | E-mail | |  |
| **The Sending Institution** | |  | | |
| Name |  | Faculty |  | |
| Erasmus code  (if applicable) |  | Department |  | |
| Address |  | Country, Country code |  | |
| Contact person name |  | Contact person e-mail / phone |  | |

**The Receiving Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Faculty |  |
| Erasmus code  (if applicable) |  | Department |  |
| Address |  | Country, Country code |  |
| Contact person4 name |  | Contact person e-mail / phone |  |

#### Planned period of the mobility: from [month/year] ……………. till [month/year] ……………

*[Indicative start and end months]*

# BEFORE THE MOBILITY

### PROPOSED MOBILITY PROGRAMME

#### This Learning Agreement includes all the educational components*1* to be carried out by the student at the receiving institution.

##### *The student is recommended to take educational components totalling 30 ECTS2 credits per semester* or 20 ECTS credits per trimester.If applicable, additional educational components that the student follows above the required number of ECTS credits needed for his/her degree curriculum are also listed in Table A.

Table A: Study programme abroad

|  |  |  |  |
| --- | --- | --- | --- |
| **Component code (if any)** | **Component title (as indicated in the course catalogue) at the receiving institution** | **Semester or term** | **Number of ECTS credits to be awarded by the receiving institution** |
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|  |  |  |  |
|  |  |  | *Total:* |

**Web link to the course catalogue at the receiving institution:**

*Web link(s) to be provided*

1 An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

2 In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used.

#### If successfully completed, the educational components of the study programme abroad will be recognised by the sending institution in the following way3:

Table B1: Set of components to be replaced at sending institution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Verified educational components4** | | | | |
| **Component code at the receiving institution** | **Component title at the receiving institution** | **Component code at the sending institution** | **Component title at the sending institution** | **ECTS**  **credits** |
|  |  |  |  |  |
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|  |  |  |  |  |

3 Final recognition of educational components completed abroad will be decided upon in a personal appointment with the sending institution’s examinations office after the mobility. If the competences and requirements of the course have changed substiantially after signing this document or if the student has already completed the reference course, this component cannot be considered for recognition.

4 "Verified educational components" are components which have already been audited and approved by the Prüfungsamt before the mobility. Therefore, these components meet the skill requirements set by the examinations regulations and the module handbook and can be bindingly recongnized upon submission of the transcript and the module description/the syllabi.

Table B2: Set of components that may be replaced if courses taken meet the formal requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational components pending verification5** | | | | |
| **Component code at the receiving institution** | **Component title at the receiving institution** | **Component code at the sending institution** | **Component title at the sending institution** | **Number of ECTS credits** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | *Total:* |

**Language competence of the student**

The level of language competence6 that the student already has or agrees to acquire by the start of the study period (for the above-mentioned dates) is:

… *[language of instruction 1]*

A1  A2  B1  B2  C1  C2 

… *[language of instruction 2]*

A1  A2  B1  B2  C1  C2 

5 "Educational components pending verification" are components which, for lack of information, have not yet been audited and approved by the examinations office before the mobility. Thus, it is still undetermined whether these components meet the skill requirements set by the Institute of Political Science. The outgoing student is asked to gather information about the specific contents of educational components (e.g. module description and syllabi) and provide it to the examinations office.

6 For the Common European Framework of Reference for Languages (CEFR) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

### RESPONSIBLE PERSONS

**Responsible person7 in the sending institution:**

Name: Function:

Phone number: E-mail:

**Responsible person8 in the receiving institution:**

Name: Function:

Phone number: E-mail:

1. **COMMITMENT OF THE THREE PARTIES**

By signing9 this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits or equivalent units gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B1. Components listed in B2 may be recognised if they meet the skill requirements.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

**The student**

Student’s signature

Date:

**The sending institution**

Responsible person’s signature

Date:

**The receiving institution**

Responsible person’s signature

Date:

7 An academic who has the authority to approve the mobility programme of outbound students (Learning Agreements), to exceptionally amend them when it is needed, as well as to guarantee full recognition of such programmes on behalf of the responsible academic body.

8 An academic who has the authority to approve the mobility programme of incoming students and is committed to give them academic support in the course of their studies at the receiving institution.

9 Scanned copies of signatures or digital signatures are recognised. There is no need to circulate papers with original signatures.

**Section to be completed DURING THE MOBILITY**

### CHANGES TO THE ORIGINAL LEARNING AGREEMENT

*[The section to be completed before the mobility should be kept unchanged, and changes should be decribed in this section only.]*

## EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

##### *[Exceptional changes should be made within a month. Only if absolutely necessary, any party can* request changes within the first two-week period after regular classes/educational components have started. All these changes have to be agreed by the three parties within a two-week period after the request.]

Table C: Exceptional changes to study programme abroad

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component code at the receiving institution** | **Component title at the receiving institution** | **Deleted component**  ***[tick if applicable]*** | **Added component**  ***[tick if applicable]*** | **Reason for change** 10 | **Number of ECTS credits to be awarded by the receiving institution** |
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|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  | Total: |

##### *[If changes affect table B, please complete the revised table below.]*

10 Reasons for deleting a component: A1) Previously selected educational component is not available at receiving institution A2) Component is in a different language than previously specified in the course catalogue A3) Timetable conflict, A4) Other (please specify).

Reason for adding a component: B1) Substituting a deleted component, B2) Extending the mobility period, B3) Other (please specify).

Table D – Finalized set of components to be replaced at sending institution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Verified educational components11** | | | | |
| **Component code at the receiving institution** | **Component title at the receiving institution** | **Component code at the sending institution** | **Component title at the sending institution** | **Number of ECTS credits** |
|  |  |  |  |  |
|  |  | *2510, Seminar in W5 Vergleichende Analyse Politischer Systeme* | *…* | *2* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | *Course x* | *…* | *10* |
|  |  |  |  | *Total: 30* |
| **Educational components pending verification12** | | | | |
| **Component code(s) at the receiving institution** | **Component title(s) at the receiving institution** | **Component code at the sending institution** | **Component title at the sending institution** | **Number of ECTS credits** |
|  |  |  |  |  |
|  |  | *2510, Seminar in W5 Vergleichende Analyse Politischer Systeme* | *…* | *2* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | *Course x* | *…* | *10* |
|  |  |  |  | *Total: 30* |

11 "Verified educational components" are components which have already been audited and approved by the Prüfungsamt before the mobility. Therefore, these components meet the skill requirements set by the Institute of Political Science and can be bindingly recongnized upon submission of the transcript and the module description/the syllabi.

12 "Educational components pending verification" are components which, for lack of information, have not yet been audited and approved by the Prüfungsamt before the mobility. Thus, it is still undetermined whether these components meet the skill requirements set by the Institute of Political Science. The outgoing student is asked to gather information about the specific contents of educational components (e.g. module description and syllabi) and provide it to the Prüfungsamt.

## CHANGES IN THE RESPONSIBLE PERSON(S), if any:

**New responsible person in the sending institution:**

Name: Function:

Phone number: E-mail:

**New responsible person in the receiving institution:**

Name: Function:

Phone number: E-mail:

1. **COMMITMENT OF THE THREE PARTIES**

#### The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

*[Agreement of the proposed amendments by email is accepted. Original or scanned signatures are not mandatory for this specific section.]*

**The student**

Student’s signature or approval by e-mail

Date:

**The sending institution**

Responsible person’s signature or approval by e-mail

Date:

**The receiving institution**

Responsible person’s signature or approval by e-mail

Date: